



WYOMING DEPARTMENT OF CORRECTIONS

Policy and Procedure # 3.213

Comprehensive Safety and Health Program for Central Office, Field Services and Training Academy

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Authority: Wyoming Statute(s): 25-1-104; 25-1-105 ACA Standard(s): 2-CO-2A-01 2-CO-2A-02 4-APPFS-3F-03-M 1-CTA-3C-03-M	Effective Date: December 15, 2015 Revision/Review History: 08/15/14 Summary of Revision/Review: Updates existing policy pursuant to annual review.
Cross Reference of Policy: P&P #1.014, <i>Investigations</i> ; P&P #3.200, <i>Emergency Preparedness</i> ; P&P #3.202, <i>Fire Safety</i> ; P&P #4.303, <i>Written Exposure Control Plan for Bloodborne Pathogens</i> ; P&P #1.204 <i>Drug Free Workplace Program</i> ; FSOSP #1.1, <i>Fire Safety Program</i>	Supersedes Existing Policy :
Approved: R.O. Lampert Robert O. Lampert, Director	
11-30-15 Date	

REFERENCE

1. ATTACHMENTS

A. WDOC Form #602, *Environmental Safety and Health Inspection Report*

2. OTHER

A. OSHA General Industry Standards: 1910.1030; 1910.1200; 1910.132; 1910.133; 1910.134; 1910.146; 1910.178; 1910.147



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I. PURPOSE

- A. **Comprehensive Safety and Health Program.** The purpose of this policy is to provide a comprehensive safety and health program and to develop specific individual programs to assure compliance with federal, state and local fire, sanitation, safety and health regulations with particular emphasis on the Wyoming Occupational Safety and Health Rules and Regulations which apply to Wyoming Department of Corrections (WDOC) central office, field services and training academy. (2-CO-2A-01)

II. POLICY

- A. **Comprehensive Safety and Health Program.** The WDOC will implement a Comprehensive Safety and Health Program to include the following commitments to this program:
1. The WDOC is committed to providing a healthy, safe and accident free work environment for all staff members and inmates of the WDOC.
 2. WDOC shall provide that all agency facilities are inspected by representatives of appropriate governmental agencies at specified intervals and that each report is reviewed and remedial action taken if indicated. (2-CO-2A-02)
 3. The WDOC believes employees are the most important asset and the preservation of staff employees' safety and health must remain a constant consideration in every phase of WDOC business. It is the intent of WDOC to provide a work environment as free of hazards as possible.
 4. Employees are responsible for working safely and productively, and always remaining aware of hazards in their jobs and following recognized safe work practices, including the use of personal protective equipment.
 5. Safety is everyone's responsibility and it is the WDOC's belief that a successful safety and health program must have total employee involvement. This program has the administration's highest priority, support, and participation.
 6. The WDOC shall designate a Safety Manager to assist the administration



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and employees, in education and execution of a Comprehensive Safety and Health Program.

7. The WDOC shall implement a Safety Committee Program at central office, field services and the training academy.
 - i. The purpose of this committee is to take a proactive stance toward safety.
 - ii. The program will allow for employee participation and input into the safety program and will facilitate regular recurring safety and health inspections.

III. DEFINITIONS

- A. **Chief Executive Officer (CEO):** A CEO is identified, but not limited to, the following positions: Director, Deputy Director, Division Administrators, Deputy Administrators, Wardens, District Supervisors, Adult Community Corrections Coordinator and Adult Community Corrections Directors.
- B. **Emergency Preparedness:** A comprehensive system which requires a continuous department commitment to personnel, offenders, the public, and resources to ensure a systematic and standardized approach to emergencies that will include planning, prevention, prediction, preparation, and practice.
- C. **Exposure Control Plan:** The Exposure Control Plan is to protect employees from bloodborne pathogens. The plan identifies and addresses the following criteria: individuals and type of contact, precautions, protection, handling, housekeeping, proper disposal and training of individuals.
- D. **Facilities Operations Manager:** The Wyoming Department of Corrections central office position responsible to the Central Services Administrator.
- E. **Firearms Safety:** The safe and responsible storage and use of firearms and ammunition.
- F. **Hazard Communication Program:** The Hazard Communication Program is to protect employees from chemicals in the workplace. The program identifies and addresses the following criteria: identification of chemicals and



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material safety data information on each known chemical used in the workplace, documentation, labeling, awareness and responsibility for training.

- G. Occupational Safety and Health Administration (OSHA):** This is a recognized federal term which is applied to the Wyoming organization responsible for state safety and health oversight and regulation management. The official organization, Wyoming Safety-OSHA, is housed in the Wyoming Department of Workforce Services.
- H. Personal Protective Equipment (PPE):** All protective equipment, including personal protective equipment for eyes, face, head, and extremities, protective clothing, respiratory devices, and protective shields and barriers.
- I. Personal Protective Equipment Program:** The Personal Protective Equipment Program assesses the work area to determine if hazards are present or likely to be present which necessitates the use of personal protective equipment (eye, face, head, foot, or hand protection). This program certifies the work area has been evaluated, identifies the person who evaluated the work area, documents the date the work area was evaluated and also documents any corrective action taken to provide the correct personal protective equipment for the work area assessed.
- J. Safety Committee:** The safety committee is comprised of:
1. Central Office; members selected by the Director.
 2. Field Services; Field Services Administrator; Fields Services Deputy Administrators and safety offices from each field services office.
 3. Training Academy; Academy Manager and safety officer.
- K. Safety Officer:** The staff member designated by the Director, Administrator(s) or Training Academy Manager to assist in implementation, execution, monitoring and education of the Wyoming Department of Corrections' comprehensive safety and health program requirements.
- L. Safety Manager:** A Wyoming Department of Corrections Central Office position responsible to the Facilities Operations Manager that plans, schedules, executes, manages, and administers the industrial hygiene/bio-



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environmental engineering function for the Central Office, Field Services Division and Training Academy which includes occupational health/industrial hygiene, radiation safety and environmental monitoring to maintain and promote the health, safety, and well-being of employees that are assigned to the aforementioned locations.

IV. PROCEDURE

- A. **Safety and Health Program.** The most important aspect of the Comprehensive Safety and Health Program is to provide employees with the safest and healthiest work conditions possible. Employees shall make our safety and health programs a part of their daily activities. Employees, when properly trained in all aspects of the Comprehensive Safety and Health Program, shall be able to identify unsafe working conditions and report them to their supervisor or Safety Manager for proper corrective action.
- B. **Programs.** The WDOC, with its commitment to a Comprehensive Safety and Health Program, shall implement the following programs, where applicable.
1. Safety Committee Program;
 2. Hazard Communication Program;
 3. Personal Protective Equipment Program;
 4. Confined Space Entry Program;
 5. Lock Out Tag Out Program;
 6. Exposure Control Plan; and
 7. Firearms Safety Program.
- C. **Responsibility**
1. The WDOC Safety Manager(s)



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- i.** The Safety Manager(s) shall be delegated authority and responsibility by this policy for implementation of the Comprehensive Safety and Health Program and all programs that are required of the Occupational Safety and Health Administration (OSHA) to comply with requirements of managing a Comprehensive Safety and Health Program.
- ii.** The Safety Manager(s) shall develop programs and provide technical guidance to identify and remove physical, chemical, and biological hazards from WDOC buildings.
- iii.** The Safety Manager(s) shall provide training to all safety committee members on the identification of unsafe or unhealthy conditions and unsafe work practices.
- iv.** The Safety Manager(s) shall conduct safety (to include fire-safety) and health inspections to identify unhealthy or unsafe conditions or work practices associated with WDOC buildings, in conjunction with trained members of assigned safety committees. (4-APPFS-3F-03-M)
- v.** The Safety Manager(s) shall ensure all employees comply with all aspects of the Comprehensive Safety and Health Program that apply to the area of responsibility of the employee.
- vi.** The Safety Manager(s) shall ensure employees responsible for training and instructions within their area of responsibility are in compliance with the safety rules established in the Comprehensive Safety and Health Program.
- vii.** The Safety Manager(s) shall prepare monthly safety and health reports for the Director. (WDOC Form #602, *Safety and Health Inspection Report*)
- viii.** The Safety Manager(s) shall establish accountability and responsibilities for Chief Executive Officers (CEOs) and employees to follow.
- ix.** Incidents and close calls that do not result in injury shall be



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reported in writing to the appropriate Safety Manager for review by the safety committee.

- x. The Safety Manager(s) may recommend disciplinary action to CEOs for violators of the Comprehensive Safety and Health Program.
- xi. The Safety Manager(s) shall coordinate with each WDOC training department to insure every new employee is provided with training on the WDOC's safety and health policy and procedures and programs.
- xii. The Safety Manager(s) shall maintain a position on the safety committees at each WDOC location.

2. Human Resources Representative

- i. A designated representative within the human resources department shall be the initiator of all documents and contact for all matters pertaining to workers compensation.

3. All WDOC employees

- i. All WDOC employees shall report any and all unsafe working conditions, in writing, to their supervisor and the Safety Manager or a safety committee member.

D. Fire, Health, and Safety Inspections

- 1. Each WDOC building shall comply with all applicable health codes and regulations of the governing jurisdiction. There shall be documentation by an independent, outside source that any past deficiencies noted in annual inspections have been corrected. Copies of all inspections shall be forwarded to the Director and Central Offices Administrators for Central Office inspections. To the Field Services Administrator(s) for Field Services inspections. To the Training Academy Manager for all Training Academy inspections. (2-CO-2A-02) The following inspections protocols are established below:



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- i. Central Office; quarterly inspections by Safety Manager(s).
 - ii. Field Services Offices; monthly Health and Safety inspections by the designated field services safety officer. At least annual Environmental Health and Safety inspections by Safety Manager(s), Field Services Administrator, and Deputy Administrator, will conduct a safety inspection annually at each field office.
 - a. As outlined in Field Services Operational Standard Procedure #1.1, *Fire Safety Program*; the field services safety officer shall use Field Services Form #714.1, *Fire Safety-Sanitation Inspection Report*.
 - iii. Training Academy; weekly Health and Safety inspections by Safety officer, monthly Environmental Health and Safety inspections by Safety Manager(s).
 - a. These inspections will ensure that the facility meets the applicable fire codes for occupancy class and is inspected in accordance with the laws and regulations by the authority having jurisdiction. (1-CTA-3C-03-M)
2. The Safety officer, who has received training in and is familiar with the safety and health requirements, will conduct Health and Safety inspections as required above.
3. The Safety Manager, in conjunction with the trained members of the safety committee, shall conduct and document as regulated above and periodic safety and health inspections at all WDOC areas.
 - i. All inspection reports will be outlined using WDOC Form #602, *Environmental Safety and Health Inspection Report* and shall be presented to the appropriate Director/Administrator/Manager for review.
 - ii. All deficiencies noted on the Safety Manager's inspection reports shall be corrected within thirty (30) days of the noted inspection



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report. Notification is to be made, in writing, to the Safety Manager(s) of corrective action taken.

E. Accountability

1. Each WDOC Division or facility shall have a Safety Committee Program. The committee shall have a chairman and members comprised of staff members from that Division or facility. The committee shall be accountable to the CEO of that Division or facility.
2. Each WDOC Division or facility shall have a Hazard Communication Awareness Program, in accordance with OSHA General Industry Standard 1910.146 and provide training for employees annually.
3. Each WDOC Division or facility shall have a Personal Protective Equipment Awareness Program, in accordance with OSHA General Industry Standards 1910.132 – 1910.133 and provide training for employees annually.
4. Each WDOC Division or facility shall have an Emergency Preparedness Plan, in accordance with WDOC Policy and Procedure #3.200, *Emergency Preparedness*, and provide training for employees annually.
5. Each WDOC Division or facility shall have a Fire Safety Plan, in accordance with WDOC Policy and Procedure #3.202, *Fire Safety*, and provide training for employees annually.
6. Each WDOC Division or facility shall have an Exposure Control Plan, in accordance with OSHA General Industry Standard 1910.1030; Employees will be trained according to the guidelines set forth in the Exposure Control Plan. Record keeping will be in accordance with the Exposure Control Plan.
7. **Workers' Compensation Claims Management.** The following actions shall be taken after an accident with a resulting injury that is to be submitted as a Workers Compensation claim.
 - i. All WDOC employees must report all accidents/incidents to their supervisor immediately (within seventy-two (72) hours), who in



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turn will notify the appropriate department officials; this will include the designated safety manager for that area.

- a.** The Safety Manager(s) or human resources representative shall determine if the accident or incident is subject to WDOC Policy and Procedure #1.014, *Investigations*.
 - b.** If the accident is not subject to WDOC Policy and Procedure #1.014, *Investigations*, human resources shall notify the Safety Manager(s), who shall then investigate the accident/incident, to determine the facts and take corrective action to prevent recurrence.
- ii.** Staff members, within ten (10) days after notification to the employer, must complete the Worker Information section only of the Workers' Safety and Compensation Report of Occupational Injury or Disease forms package.
- iii.** The human resources representative shall complete the Employer's Information section of the same report within ten (10) days of the notification.
- iv.** The human resources representative shall ensure the Wyoming Workers' Safety and Compensation Division is notified, as appropriate, by filing the above report within ten (10) days of the notification.
- v.** The accident investigation must confirm that the injury was job related for the resultant claim to be valid.

V. TRAINING POINTS

- A.** Who is responsible for safety?
- B.** What is a Comprehensive Safety and Health Program?
- C.** What is a Hazard Communication Awareness Program and why do we need it?



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- D.** What is a Personal Protective Equipment Program and why do we need it?
- E.** What is the Exposure Control Plan and why do we need it?
- F.** Who does the Exposure Control Plan apply to?
- G.** How does one identify potential hazards in the workplace?
- H.** Who may participate in the safety committee?
- I.** Who is responsible to process Worker's Compensation forms?